

NSN 7540-01-152-8070 **STANDARD FORM 30. (Rev. 10-83)**
 Previous Edition unusable Prescribed by GSA FAR (48 CFR) 53.243

Continuation Page

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other terms and conditions remain unchanged.

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ADDITIONAL SCOPE:

Update *Phase 1 Relocation Impact and Cost Estimate Report*, dated 4/19/2012-(Report will be provided to the successful bidder) and complete the following tasks within 6 weeks of NTP including:

- Perform Site Investigation update
- Review and update identification of types of structures, occupants and status. Update the description of in which Last Resort Housing may be a factor.
- Update tabulations of potentially affected Eligible Parties needs utilizing information developed by site inspection.
- Update tabulation for businesses.
- Update the Market Study to determine availability of replacement dwellings and business sites in the area, including residential units for sale and rent.
- Move payment estimates should be updated.
- Interview local sources as necessary.
- Report Requirements:
 - Eligible Parties information shall be analyzed and updated against the market information and a determination made as to whether an adequate supply of comparable housing and other required properties will be available for each site. An updated tabulation comparing the needs to the availability of non-residential properties shall also be sorted by sf and price/sf as available.
 - A spreadsheet shall be updated to address the estimated benefits for which each type of displacee will be eligible. The spreadsheet will be divided into sections per each site and shall contain site totals for types of displacements and estimated costs of applicable benefits.
 - Summary sections shall be updated for each site addressing impacts, costs, ease and/or difficulty of eligible party relocation and any other issues germane to the process.
- Meetings: Three meetings (by phone or on-site in Blackstone) during the consultant's survey.



MID-ATLANTIC REGION

PBS: Acquisition Management

20 North Eighth Street – 9th Floor: Philadelphia, PA. 19107-3191

**GSA / DOS
PRE-PROPOSAL CONFERENCE MINUTES
April 9, 2015 10AM EST**

**Turnkey Relocation Services
Department of State [DOS]
Foreign Affairs Security Training Center (FASTC)
Blackstone, VA**

Solicitation No. GS-03P-15-AZ-C-0024

- I. Sign In (Attendance Sheet):** Leslie Pacheco (Universal Field Services); Lee Hamre (H.C. Peck); Keith Delorenzo (Nelson Westerberg/Atlas Van Lines); Michael Bern (Singhal & Company); Keith Shepherd (O.R. Colan Associates); Steve Blanton (Clark Facility Solutions)

II. Welcome & Introduction

III. Purpose

The purpose of this conference is to provide a clear understanding of the Statement of Work and Request for Proposal (RFP) requirements.

Requests for information shall be sent to: james.henry@gsa.gov and shannon.stanford@gsa.gov. GSA requests the submission of all RFIs by **Thursday, April 16, 2015 4:00 PM EST**.

An amendment will be issued to incorporate all RFIs and responses (if any) into the solicitation.

All amendments must be acknowledged with your proposal.

Word of Caution: Base your proposal on the RFP and Amendments to the RFP as issued. Nothing said at this conference can be interpreted as a modification to this RFP unless it is issued as a formal amendment.

The Government reserves the right to conduct discussions if necessary.

IV. Scope of Work

Reference the Scope of Work in Solicitation No. **GS-03P-15-AZ-C-0024**.

V. Additional Information

- The contract will be a firm fixed price contract.
- The NAICS for this procurement is 531390 – Other Services related to Real Estate.
- The Period of Performance: 8 Months Commencing on or about May, 2015 through January, 2016.

Note: The Relocation of Eligible parties is the critical path for this project. The Eligible parties must be provided full Turnkey Relocation Services prior to the January, 2016 for Construction of the Department Of State Foreign Affairs Security Training Center.

- FAR 52.212-1 – Instructions to Offerors – Commercial Items. (June 2008)
- FAR 52-212-2 – Evaluation – Commercial Items (Description of Evaluation Factors for Award). (January 1999)
- FAR 52.212-3 – Offeror Representations And Certifications – Commercial Items. (May 2011)

VI. Award

The Government intends to evaluate the proposal and award a contract without discussions with offeror (other than exchanges conducted for the purpose of minor clarifications). However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. Therefore, the initial offer should contain the offeror's best terms from a price standpoint.

VII. How To Submit Your Proposal

Proposals are due **April 22, 2015 before 4:00 PM EST.**

Submit electronically to: james.henry@gsa.gov and shannon.stanford@gsa.gov

Contractor **must also** send a hard copy to:

GSA Contracts Ops Branch
The Strawbridge Bldg - 3PQCP
20 North 8th St, 9th Floor
Philadelphia PA 19107-3191
Attn: James Henry P: 215-446-5756

VIII. What to Submit

- Offerors will be required to submit proposals as delineated below. The technical proposal shall be separately bound from the price proposal and shall

not contain any price information. Each part must be fastened or bound together. Proposals shall be submitted typed on non-reduced 8-1/2" x 11" pages using font size 12 with 1" margins on all four sides. Any forms and charts shall be clearly labeled and referenced and are not subject to the font size limitation. The Government encourages the Contractor to print the proposal double-sided so as to be environmentally friendly and save paper. Each side of paper with print is considered one page of text.

- The pricing proposal will consist of the following:
 - a. Signed Standard Form 1449 and acknowledgment of all amendments
 - b. GSA Form 527, Contractor's Qualifications and Financial Information
- Number of Copies: Submit the original and three (3) copies of the technical proposal and the original and two (2) copies of the price proposal. No electronic deliverables will be accepted.
- The proposal should clearly demonstrate that the offeror has a thorough understanding of the requirement. Mere statements made by the offeror that he/she understands, can or will meet the solicitation requirements or paraphrasing the solicitation or parts thereof will be considered inadequate. Phrases such as "Standard procedures will be employed" or "well known techniques will be used" will also be considered inadequate. Clarity and completeness of the description of the offeror's approach to the project is essential. Marketing brochures count against the page limitation and should only be submitted if they are necessary to support the content of the technical proposal.

IX. Scope of Work

X. Q&A

- Is the acquisition of the land as stated in the schedule guaranteed? How will the contractor be assured of the timeframe required for execution of the scope?
 - A: The Government is responsible for all land acquisition activities. GSA anticipates the acquisition to be complete by June 15, 2015, and offers have been made.
- Have the current tenants received notice of the relocation?
 - A: Tenants have received preliminary notification. The Government intends to issue an updated notice shortly after award of the Relocation Contract.
- Will an update to the previously completed relocation plan be required?
 - A: We expect the Relocation contractor to perform an update to the existing plan after award.
- Will the contractor be required to assist in claims beyond the eight-month project duration?
 - A: The contractor will be expected to assist with claims through the 18-month eligibility period.

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- The Scope of Work states that payments to tenants are to be made after moves are completed. Will advance payments be allowed?
 - A: Yes.
- Will property management services be required under this contract?
 - A: No.
- The Scope of Work references this solicitation as “Phase 2” Relocation, has Phase 1 been completed and will the resultant documentation be included with this requirement?
 - A: Phase 1 has been completed and the relocation report will be included with award of this contract.
- Are the parties to be relocated tenants or owners?
 - A: Parties are tenants. Current land owner is Nottoway County. Tenants comprise a mix of residential and commercial interests.
- What level of security clearance is required for this effort?
 - A: No security clearances are required; however familiarity with the relocation of Top Secret-level entities and dealing with classified materials will be viewed more favorably.